

This screen is used to display, add or modify the problems that a worker has identified that exist for a specific client or family members of the client.

Field Descriptions (F12) indicates code lookup is available.

Enter the CAPS ID of the client you wish to add or view problem details for.

This field will display the name of the client whose ID is entered in the CAPS ID field.

Enter a date in this field and only problems with a date identified from that date to current date will display on the list.

Enter a problem type (up to 5) in this field and only problems matching the entered code(s) will display on the list.

This area will display any relationships (CAPS ID, relationship code and name) that have been entered on the RELL (Relationship List) screen.

SEL

On the select line, type an “A” to add a problem, “M” to modify a problem, “D” to delete a problem, “C” to copy a problem to another client or “L” to link a problem to a specific task on the TASK (Task Detail) screen.

TYP (F12)

Enter the problem that has been identified for the client, or family member of the client.

DESCRIPTION

This field will display the description of the problem code entered in the TYP field.

CAPS ID (F12)

Enter the CAPS ID of the person you wish who has the identified problem.

NAME

This field will display the name of the person whose ID is entered in the CAPS ID field.

DATE IDENTIFIED

Enter the date the problem was identified.

PERM GOAL (F12)

Enter the permanency goal as it relates to the problem. For example, if reunification is contingent upon the specific problem being resolved, select RTH for reunification.

DATE RESOLVED

Enter the date the problem was resolved.

Additional Information

You can copy problems from one client to another by placing a “C” on the select line in front of the problem (can select multiple problems), press F10 and select the person to copy to with a “C” and then press enter.

Once tasks have been entered on the TASK (Task Detail) screen, you can link specific problems to specific tasks by selecting the problem with an “L”. This will take you to the LINK (Problem/Task Link) screen to select the tasks to link to that problem.